



## Finance Officer - Rates Position Description

<b>Incumbent:</b>	VACANT
<b>Position Number:</b>	6026
<b>Directorate:</b>	Finance
<b>Team:</b>	Finance
<b>Position Status:</b>	Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 3
<b>Current Level:</b>	
<b>Reports to:</b>	Chief Financial Officer
<b>Accountable for:</b>	N/A
<b>Location:</b>	Ilfracombe
<b>Revised:</b>	July 2022

### Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

### Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

### Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



## Position Objective

The Finance Officer – Rates will assist Council in achieving financial sustainability by maintaining the integrity of its property database and ensuring the timely levying of rates and utility charges.

## Position Responsibilities:

- Maintain the property master file and ensure all changes to property and ratepayer records are recorded accurately and in a timely manner.
- Maintain the water meter and water consumption data, including coordinating plumbers for reading periods and subsequent billing.
- Ensure that rates records reconcile with the general ledger and QVAS on a monthly basis.
- Ensure that rates and charges are levied in accordance with Council's legislative obligations and adopted Revenue Statement.
- Process rebate applications for pensioners, prepare annual rebate claims and run monthly confirmation reports and update property files accordingly.
- Levy and balance Emergency Services Levy and process and balanced returns.
- Action applications to receive either discount after rates close and/or reduction in excess water charges due to a concealed leak according to Council's Policy.
- Assist the Chief Financial Officer with the annual budget process by performing rates modelling, developing schedules of rates and charges and supporting the rates review process.
- Respond to requests for rates searches, special water meter readings and other customer requests in a timely manner.
- Where required support or backfill other positions within the finance team including but not limited to; accounts receivable, accounts payable, assets and payroll.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

## Position Requirements

### Skills

- Able to demonstrate a commitment to Council's core values through personal action.
- Able to gain respect and create good working relationships across all levels of Council.
- Able to demonstrate excellent customer service skills when serving ratepayers.
- Good attention to detail and a commitment to high quality work.
- Able to take initiative in improving processes to make them more efficient and effective.
- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.

### Knowledge

- Knowledge of rating systems and land transfers or the ability to rapidly acquire.
- A thorough understanding of how to maintain a safe working environment.
- Knowledge of Council's policies and procedures and relevant Local Government legislation or the ability to rapidly acquire.
- A basic knowledge of accounting practices.

## Essential Experience/Qualifications

- Current "C" Class QLD Drivers Licence.
- Practical working knowledge of Microsoft Office Suite.

## Preferred/Desirable Experience/Qualifications

- Experience in rating and valuation process within Local Government.
- Experience in the SynergySoft program with emphasis on Rating/Property, Rate Search & Water modules.

## Delegations and Authorisations

N/A

## Physical Requirements

### Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

### Audio-Visual Demands

- Depth Perception  Colour Discrimination  Peripheral Vision  Hearing

## Specific Actions Required

This job may include:

### Standing/Walking

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

### Sitting

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

### Driving

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

## Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Repetitive Motions

- Simple Grasping  Fine Manipulation  Pushing & Pulling  Finger Dexterity
- Foot Movement

## This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Plant operation with maximum seat rating of 150kgs

## Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.

## Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.



<b>Authorised By:</b>	David Wilson, Chief Financial Officer
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	VACANT
<b>Signature:</b>	
<b>Date:</b>	

